

AN ORDINANCE DELETING THE EXISTING ADA COUNTY CODE TITLE 2, CHAPTER 1, KNOWN AS THE ADA COUNTY UNIFORM STREET NAMING AND ADDRESS NUMBERING ORDINANCE AND ADOPT A NEW ADA COUNTY CODE TITLE 2, CHAPTER 1 ALSO KNOWN AS THE ADA COUNTY UNIFORM STREET NAMING AND ADDRESS NUMBERING ORDINANCE TO PROVIDE FOR: A SHORT TITLE, PURPOSE AND APPLICABILITY; DEFINITIONS; DELEGATION AND RESCISSION OF AUTHORITY TO ASSESSOR TO NAME STREETS AND PROVIDE ADDRESSES; THE APPROVALS REQUIRED; THE ASSESSOR'S STREET NAME AND ADDRESS DATABASE AND PUBLIC ACCESS THERETO; THE PROCESS FOR NAMING NEW STREETS; THE PROCESS FOR NAMING EXISTING UNNAMED STREETS; THE PROCESS FOR CHANGING NAMES OF EXISTING STREETS; STREET NAMING STANDARDS; STREET NAME SIGN STANDARDS; ASSIGNING NEW ADDRESSES; THE PROCESS TO CHANGE EXISTING ADDRESSES; ADDRESSING STANDARDS; POSTING OF ADDRESSES STANDARDS; APPLICATION OF VARIANCES TO AND APPEALS OF ASSIGNED STREET NAMES AND/OR ADDRESSES; THE CHARGING OF FEES FOR STREET NAMING, ADDRESSING, VARIANCES AND/OR APPEALS; A VIOLATION OF THE ORDINANCE TO BE A MISDEMEANOR WITH EACH DAY A VIOLATION CONTINUES TO BE A SEPARATE OFFENSE.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF ADA COUNTY, IDAHO, THAT ADA COUNTY CODE, TITLE 2, CHAPTER 1, BE AMENDED TO DELETE THE EXISTING ADA COUNTY CODE TITLE 2, CHAPTER 1 IN ITS ENTIRETY AND ADOPT A NEW ADA COUNTY CODE TITLE 2, CHAPTER 1 AS FOLLOWS:

2-1-1: SHORT TITLE, PURPOSE AND APPLICABILITY:

This chapter shall be known as the ADA COUNTY UNIFORM STREET NAMING AND ADDRESS NUMBERING ORDINANCE, and is adopted for the purpose of providing a standardized system of street names and addresses to enable efficient location, navigation, and delivery of public services within the county, particularly with the countywide 911 program. This chapter shall apply to all lands within the unincorporated areas of Ada County except the Boise City area of impact.

2-1-2: DEFINITIONS:

ACHD: The Ada County Highway District.

ADDRESS: The combination of an address number and street name that identifies a dwelling, structure, business, industry or property.

ADDRESS NUMBER: The number assigned to a dwelling, structure, business, industry or property that is expected to be displayed upon the structure or property for the purpose of identification to emergency service providers and the U.S. postal service, among others.

ASSESSOR'S STREET NAME AND ADDRESS DATABASE: A database to archive streets, street names, addressing grids, and assigned addresses within Ada County which have received official recognition by the board, county assessor, or a city council.

BOARD: The Board of Ada County Commissioners.

COUNTY ASSESSOR: The duly elected county officer pursuant to article XVIII, section 6, of the Idaho Constitution.

CIRCULAR STREET: A street that travels in a loop and begins and ends at a common intersection.

CUL-DE-SAC: A dead-end street that has a turnaround at its terminus.

PREDIRECTION: A directional label added before a street name to indicate the street's direction of travel and its location in relation to the initial point of the address grid.

PLAT: A subdivision or condominium plat.

POSTTYPE: A label added after a street name to designate the street type.

PRIVATE ROAD: For the purposes of this chapter, this term includes both privately owned and maintained roads approved pursuant to title 8, chapter 4, article D of this code or by a city council, and private driveways which provide access to two (2) or more addressed structures or properties.

STREET: A street, road, highway, thoroughfare, right-of-way, or alley that provides vehicular access. For the purposes of this chapter, unless specified otherwise, this term includes public streets as well as private roads.

2-1-3: DELEGATION AND RESCISSION OF AUTHORITY:

The board hereby delegates both responsibility and authority for implementing this chapter to the county assessor. The board reserves, at its sole discretion and for any reason, the right to withdraw this delegation at any time and for any period of time as the board chooses.

2-1-4: APPROVALS REQUIRED:

- A. Approval shall be obtained from the county assessor according to the requirements of this chapter for:
 - 1. The right to use a street name and its accompanying predirection and posttype. No sign designating any street may be erected until such approval is obtained.
 - 2. The right to use an address or address number for a dwelling, structure, business, industry or property. No address number may be posted until such approval is obtained.

2-1-5: ASSESSOR'S STREET NAME AND ADDRESS DATABASE; PUBLIC ACCESS:

- A. The county assessor shall maintain the assessor's street name and address database to archive approved streets, street names, addressing grids, and addresses within Ada County.
- B. Whenever a street name or address is added or modified in accordance with this chapter, the county assessor shall update the database to reflect the addition or modification.
- C. The database shall be made available for access by the public at reasonable times and in a manner prescribed by the county assessor.

2-1-6: NAMING NEW STREETS:

- A. Application:

1. Applications to name new streets may only be submitted in conjunction with a development application, such as for a subdivision, condominium or private road.
2. Applications may only be submitted by the property owner listed on the associated development application, their authorized representative or a government agency.
3. An application to name a new street shall contain the following:
 - a. A completed application form, furnished by the county assessor.
 - b. A map or plan which accurately depicts the location and names of existing and proposed streets. If the application is associated with a proposed subdivision or condominium, a copy of the preliminary plat must be submitted.
 - c. If the application is associated with a new private road, a copy of the private road application must be included.

B. Application Review:

1. The county assessor shall review proposed street names for conformance with the requirements of this chapter and shall grant preliminary approval for applications that are found to be in compliance.
2. As part of the review process, the county assessor shall forward the application to certain agencies for review, and those agencies shall be given ten (10) business days to provide comment on the application's compliance with this chapter and the agency's standards. The county assessor shall consider these comments in determining whether to approve or deny an application. Applications must be sent to the following agencies for review: ACHD, Ada County Sheriff dispatch, the fire department responsible for properties accessed by the subject street, and if the street is within an incorporated city or city impact area, that city's planning department or another appropriate department if there is no planning department.
3. The county assessor shall notify the applicant of the results of the review. If an application is denied, the reasons for denial shall be provided.

C. Preliminary Approval:

1. Upon granting preliminary approval for a proposed street name, the county assessor shall reserve the street name for the exclusive use of the applicant, pending final approval of the associated development application.
2. Preliminary approval shall be rescinded for the following reasons, in which case the applicant must reapply to use the street name:
 - a. The applicant changes the layout of a proposed street after preliminary approval.
 - b. Final development approval is not obtained within 24 months of preliminary street name approval.
 - c. Another development application receives final approval before the applicant's development, and that development's street names or layout cause the applicant's proposed names to be out of compliance with this chapter.

D. Final Approval:

1. If no circumstances require that the applicant's preliminary approval be rescinded, final approval of the street name is granted automatically with final approval of the associated development application.

2-1-7: NAMING EXISTING UNNAMED STREETS:

- A. The county assessor shall follow the procedures provided in section 2-1-6 for the naming of existing unnamed streets, except for the following:

1. Street name applications are not required to be submitted in conjunction with a development application.
2. If a street name application is not associated with a development application, the preliminary approval process does not apply. If it is determined during application review that an application meets all applicable requirements, the county assessor shall grant final approval for the street name.

2-1-8: CHANGING EXISTING STREET NAMES:

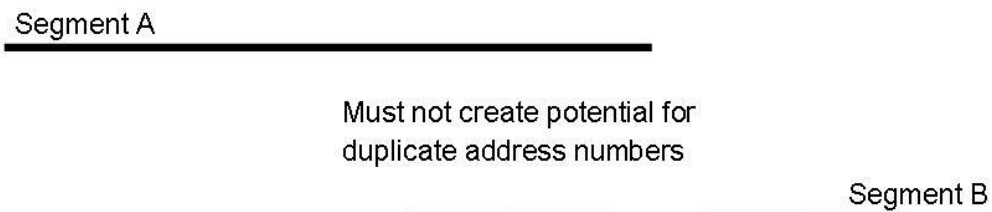
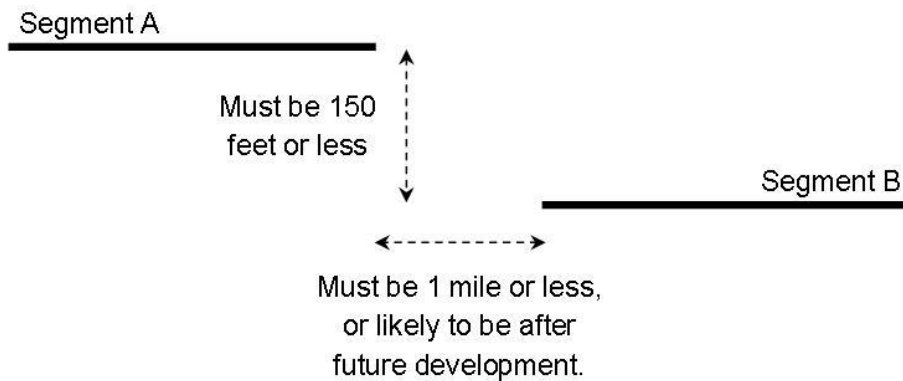
- A. Public Hearing Required: Existing street names may only be changed by an affirmative action of the board at a public hearing, except for the correction of scrivener's errors as provided in this section.
- B. Initiation of Change:
 1. The county assessor or another public agency may request a street name change if the current name is not in compliance with this chapter and/or the current name negatively impacts public safety or the delivery of public services.
 2. An owner of property along a street may request that street name be changed by filing an application with the county assessor. In order for the application to be considered, the property owner must first obtain approval for the change from seventy-five percent (75%) of the property owners along the subject street.
- C. Application: A street name change application shall contain the following:
 1. A completed application form, furnished by the county assessor.
 2. A map or plan which accurately depicts the location and names of existing and proposed streets.
 3. An explanation of the reasons for the requested name change.
 4. A list of the names and addresses of the consenting seventy-five percent (75%) of property owners.
- E. Application Review:
 1. The county assessor shall review proposed street names for conformance with the requirements of this chapter and shall schedule a board hearing for applications that are found to be in compliance.
 2. As part of the review process, the county assessor shall forward the application to certain agencies for review, and those agencies shall be given ten (10) business days to provide comment on the application's compliance with this chapter and the agency's standards. The county assessor shall consider these comments in determining whether to approve or deny an application for a board hearing. Applications must be sent to the following agencies for review: ACHD, Ada County Sheriff dispatch, the fire department responsible for properties accessed by the subject street, and if the street is within an incorporated city or city impact area, that city's planning department or another appropriate department if there is no planning department.
 3. The county assessor shall notify the applicant of the results of the review. If an application is denied, the reasons for denial shall be provided.
- D. Notice of Public Hearing: All owners of property along the subject street shall be notified by mail of the public hearing at least thirty (30) days before the hearing. The notice shall include the reason for the change and information about the board hearing.

- E. Effective Date: Upon an affirmative action by the board, a street name change shall become effective sixty (60) days after the date of the board's decision.
- A. Notice of Change: The county assessor shall mail notices of a street name change to affected property owners within seven (7) days of the board's decision. The county assessor shall notify certain public agencies of a street name change within thirty (30) days of the board's decision. Notice shall be provided to affected agencies, as determined by the county assessor, including public health and safety agencies, the United States postal service and utility companies.
- F. Subsequent Address Changes: After a street name change, the county assessor shall change the addresses of any affected structures or properties to reflect the new street name, according to the requirements of this chapter.
- G. Correcting Scrivener's Errors:
 - 1. In the event a plat is recorded with a scrivener's error, including but not limited to a misspelled street name or an incorrect or missing predirectional or posttype, the county assessor may correct the street name by filing an affidavit of street name change with the county recorder.
 - 2. The county assessor shall mail a notice of the filing of the street name change affidavit to all owners of property along the subject street at least fourteen (14) days prior to recordation.
 - 3. If, as determined by the county assessor, the incorrect street name is significantly different in spelling or pronunciation from the correct name and the incorrect name is already in public use, the street name change affidavit must be approved by the board at a public hearing prior to recordation. The county assessor shall send notice per subsection D of this section prior to the hearing.

2-1-9: STREET NAMING STANDARDS:

- A. Street names shall conform to the following standards:
 - 1. Any street, whether public or private, that provides access to two (2) or more addressed structures or properties must be officially named according to the provisions of this chapter.
 - 2. Every street name shall include a predirectional of *North*, *South*, *East*, or *West*, based on the street's direction of travel and its location relative to the initial point of the addressing grid in which it lies.
 - 3. A street's predirectional shall not change even if the street's direction changes. Streets that meander or are diagonal relative to the cardinal directions shall be treated as either a north-south or east-west street and the most appropriate predirection shall be used along the entire length of the street.
 - 4. Every street name shall include one of the following post types:
 - a. *Avenue*: A north-south street generally running in a straight line.
 - b. *Boulevard*: A street that is eighty feet (80') wide or greater and which directional travel is separated by a raised median which is usually landscaped. The use of this term must be approved by ACHD.
 - c. *Court*: An east-west cul-de-sac.
 - d. *Drive*: A street generally meandering in an east-west direction.

- e. *Lane*: A private road. Any street which will not be dedicated to ACHD or another public entity is considered a private road and must be assigned this posttype.
 - f. *Place*: A north-south cul-de-sac.
 - g. *Road*: A street which extends through both urban and rural areas. The use of this term must be approved by ACHD.
 - h. *Street*: An east-west street generally running in a straight line.
 - i. *Way*: A street generally meandering in a north-south direction.
5. Street names shall not be more than thirteen (13) characters in length, including spaces, except for when an existing street with a nonconforming name is to be extended.
 6. Street names shall not contain the words *North*, *South*, *East* or *West* or any combination thereof. These shall only be used as predirectionals.
 7. Proposed street names shall not duplicate existing names in spelling or pronunciation. Differentiation between existing and proposed names shall not be accomplished by changes in spelling or by the use of different predirectionals or posttypes.
 8. Proposed street names shall not sound alike or be easily confused with existing street names as determined by the county assessor.
 9. Proposed street names shall not be vulgar or profane as determined by the county assessor.
 10. Where a proposed street is in general alignment with an existing street and is determined by the county assessor to be a continuation of that street, the existing street's name shall be continued to the proposed street. For a proposed street to be considered a continuation of an existing street, all of the following must be true:
 - a. Future development will likely extend the proposed street and/or the existing street segments and cause them to connect or cause them to be less than one (1) mile apart;
 - b. Assigning the existing street name to the proposed street will not negatively impact the public safety or the delivery of public services;
 - c. The segments are separated by one hundred fifty feet (150') or less as measured perpendicularly to the direction of travel;
 - d. The segments are not situated in a manner that would cause duplication of address numbers across the segments.



11. Where a proposed street connects or aligns with two (2) differently named streets, the county assessor shall determine which existing name will be used giving consideration to the streets' lengths, classifications, usage, and the number of residents affected.
12. Where a proposed street aligns with an existing street which has an incorrect post type, the proposed street shall be named with the correct post type.
13. A cul-de-sac that has a length of one hundred feet (100') or less shall be given the same name and posttype as the street from which it emerges. A cul-de-sac greater than one hundred feet (100') in length shall be given a different name than the street from which it emerges.
14. If a street makes a very obvious change in direction, as determined by the county assessor, a new street name shall be assigned, except as herein provided for "L" shaped streets. The change in name shall occur as close as possible to the point where the direction changes.
15. Both portions of an "L" shaped street shall be assigned the same name if either leg is one hundred feet (100') or less in length, otherwise each leg shall be assigned a different name.

2-1-10: STREET SIGNS:

- A. All street name signs shall be installed and maintained in conformance with ACHD standards as well as the "Manual on Uniform Traffic Control Devices" (MUTCD).
- B. Installation and maintenance of street signs for private roads is the responsibility of the applicant or property owner.

2-1-11: ASSIGNING NEW ADDRESSES:

- A. The county assessor shall assign new addresses to the following in accordance with the requirements of this chapter:
 - 1. New structures, modified or previously unaddressed structures, and undeveloped land in conjunction with a building permit application, upon application being made by the property owner, the owner's authorized representative or a government agency.
 - 2. Undeveloped subdivision lots after final plat recordation.
- B. Application Requirements: Requests for address assignment must be submitted to the county assessor in writing along with a map or site plan which depicts the structure or property to be addressed, any other structures on the property and the layout of nearby streets.
- C. Newly assigned addresses shall be effective immediately. The assessor shall notify affected property owners of the new addresses within seven (7) days of assignment.

2-1-12: CHANGING EXISTING ADDRESSES:

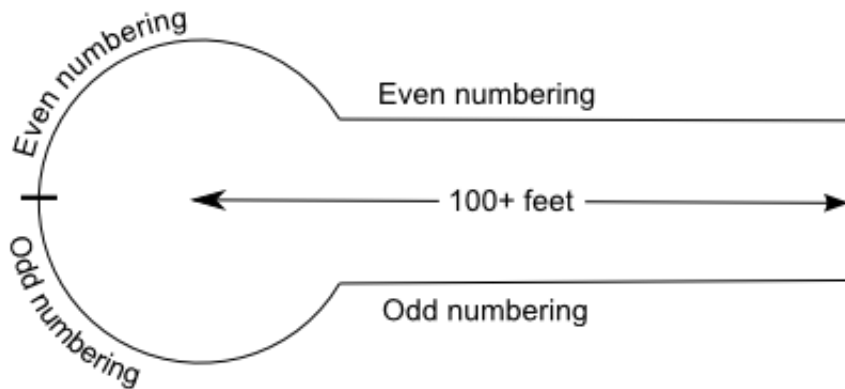
- A. The county assessor may change existing addresses for the following reasons:
 - 1. An existing address is not in compliance with this chapter;
 - 2. To correct duplicate addresses;
 - 3. When a street name has been changed;
 - 4. An existing address negatively impacts the dispatch of emergency vehicles or delivery of public services.
 - 5. An existing address will cause addresses for future development to not be in compliance with this chapter.
- B. When five (5) or more related address changes are necessary, a hearing and approval by the board is required.
- C. Notice: The county assessor shall mail notice to affected property owners at least thirty (30) days before changing an address or before the board hearing if required. For an address change made by the county assessor, the notice shall include the reason for the change and information on the property owner's right to appeal. For changes requiring a board hearing, the notice shall include the reason for the change and information about the board hearing.
- D. Effective Date: An address change shall take effect sixty (60) days after the county assessor or the board takes action to change the address.
- E. Notice of Change: The county assessor shall mail notice to affected property owners within seven (7) days of an address change. The county assessor shall notify certain public agencies within thirty (30) days of the action to change an address. Notice shall be provided to affected agencies, as determined by the county assessor, including public health and safety agencies, the United States postal service and utility companies.

2-1-13: ADDRESSING STANDARDS:

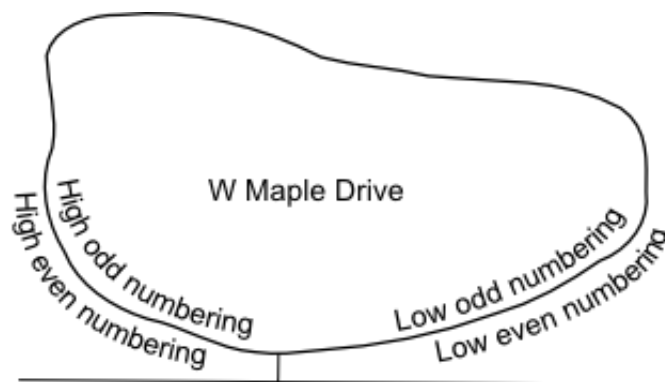
- A. Address Districts: There are four (4) address districts within Ada County: the Boise, Meridian, Eagle and Kuna districts. The official boundaries of each district are stored in the assessor's street name and address database.
- B. Initial Points: Each address district has an initial point which designates the starting point of the district's address grid. Initial points for each district are located as follows:
 - 1. Boise: The intersection of West Main Street, East Warm Springs Avenue and North First Street in Boise.
 - 2. Eagle: Near the intersection of State Street and Eagle Road in Eagle.
 - 3. Kuna: Near the intersection of East Avalon Street, North Linder Avenue and South Swan Falls Road in Kuna.
 - 4. Meridian: The intersection of Franklin Road and Meridian Road in Meridian.
- C. Address Grids: Each address district is divided into a grid which shall be used to assign addresses within the district. Each grid consists of grid blocks which generally align with the Public Land Survey System (PLSS). For each PLSS section in the district there shall be sixteen (16) rows and sixteen (16) columns of grid blocks which are approximately three hundred and thirty feet (330') square. Address numbering within a district shall begin at the district's initial point and shall increase in increments of one hundred (100) address numbers per grid block, expanding outward from the initial point.
- D. Addresses shall only be assigned when the structure or lot can be accessed by an approved public street or named private road that is recorded in the assessor's street name and address database.
- E. Address numbers shall be assigned in such a manner that adequate numbers are reserved for possible future development.
- F. Address numbers shall only contain numbers. Use of letters, fractions or hyphens is prohibited.
- G. Address Number Parity: Address numbers located on the north and east sides of a street shall be even numbers. Address numbers located on the south and west sides of a street shall be odd numbers. The same parity shall be maintained along the entire length of the street regardless of changes in direction. For diagonal and meandering streets, parity shall be determined based on the predirectional of the street's name.
- H. Structures: If a structure is located on a lot which fronts only one street, the structure shall be addressed to that street. If a structure is located on a lot which fronts multiple streets, the structure shall be addressed to the street where the main entrance of the structure faces unless, as determined by the county assessor, special circumstances exist where following this standard would negatively impact public safety or the delivery of public services.
- I. Subdivision lots: Addresses shall be assigned to all new subdivision lots based on the most likely location of a future structure's main entrance, as determined by the county assessor. This address may be changed at the time of construction, if necessary to comply with the requirements of this chapter. Unbuildable subdivision lots, such as landscape buffers and small common lots, are exempt from this requirement.
- J. Unit Numbers: When a structure has individual units which require designation with separate addresses, unit numbers shall be assigned. First floor units shall be assigned 100-series numbers, second floor units shall be assigned 200-series numbers, and so on for

each successive floor. Basement units shall be assigned 10-series numbers, and so on by floor.

- K. Building Numbers: When a complex consisting of more than one structure has been assigned a single address, each individual building shall be assigned a letter.
- L. Cul-De-Sacs: For cul-de-sacs over one hundred feet (100') in length, parity shall be maintained along the length of the street with the odd and even numbering meeting at the midpoint of the back of the cul-de-sac or as close to the midpoint as possible (see figure below). For cul-de-sacs under one hundred feet (100'), the cul-de-sac street shall be considered part of the principal street from which it emerged and shall be addressed according to the address numbering sequence and parity of the principal street.



- M. Circular Streets: The same address parity shall be maintained along the entire length of a circular street. Parity shall be determined by considering the appropriate address numbering of the street if it were laid out in a straight line along the direction of its predirectional.



- N. Mobile Home Parks/Private Campuses: Mobile home parks and private campuses shall be assigned a single address along the street where the driveway access is located. Then, for mobile home parks each space shall be assigned a space number, for private campuses each building shall be assigned a building number.

2-1-14: POSTING ADDRESSES:

The owner of a dwelling, structure, business, industry or property shall post the assigned address number on the structure or property in such a manner as to be clearly visible from the street. The posted address number shall:

1. Consist of Arabic numerals or English alphabetic letters;
2. Be at least four inches (4") in height with a minimum stroke width of one-half inch (0.5") and contrast with their background;
3. Be located at least three feet (3') above grade.

2-1-15: VARIANCES AND APPEALS:

- A. Variance: The requirements of this chapter may be varied by the board where their enforcement will result in extraordinary individual hardship, provided the public interest is served. An applicant for such a variance must specifically state the hardship caused by these regulations and adequately prove that the variance will not cause an adverse effect to the health, safety and welfare of the public. In granting any variance, the board may impose conditions, as necessary, to ensure substantial compliance with the general principles of this chapter.
- B. Appeal: Any person, firm or corporation may appeal a decision of the county assessor to the board by filing a written notice of appeal with the board within thirty (30) days after the decision. The notice of appeal shall specifically state where the county assessor erred in the interpretation or application of this chapter; failure to do so shall be grounds for dismissal of the appeal. Copies of the notice shall also be submitted to the county assessor and county clerk.

2-1-16: FEES:

A fee may be charged for street naming, address assignments, variances and/or appeals. Fees shall be set by resolution of the board.

2-1-17: VIOLATIONS AND PENALTIES:

- A. It is a violation of this chapter for any person to install a street sign or otherwise use a street name that has not been approved by the county assessor. It is also a violation for any person to remove, alter, change or otherwise deface a street sign that exists in accordance with this chapter.
- B. It is a violation of this chapter for any person to post an address number or otherwise use an address that has not been approved by the county assessor.
- C. Each violation of this chapter shall be a misdemeanor, and for each day that a violation continues, each day shall constitute a separate violation. Each violation shall be punishable as provided in section 18-113, Idaho Code as it may from time to time be amended and/or retitled.

ADOPTED this 22nd day of March, 2016.

Board of Ada County Commissioners

By: _____
Jim Tibbs, Commissioner

By: _____
Rick Yzaguirre, Commissioner

By: _____
David L. Case, Commissioner

ATTEST:

Christopher D. Rich, Ada County Clerk